The purpose of this data collection is to gather student information to populate the Student Test Number (STN) Lookup System. The STN Lookup is a tool provided for schools to determine whether or not a student has been assigned an STN. An STN should be assigned to a student once and should remain with the student throughout their educational experience. The majority of students educated in Indiana should have already been assigned an stn number and should appear in the STN Lookup in the STN Application Center. The school where the student is enrolled and being educated should report the data. For students who attend multiple schools, only one school, the school that maintains the student's permanent record, would need to report this data.

Audience

This is a required collection for all public schools, accredited nonpublic school, charter schools and freeway schools.

Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the secured STN Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described below. <u>This file should be submitted on or close to the **15th of each month**</u>. This file should contain records that have updated student information and/or information for students who are entering the educational experience for the first time. Each school can submit a file for their student records or the corporation can submit a file for all of their schools.

STN Lookup Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	**School Number**	4	State Assigned School ID **Required Field**: YES	School building where the student is located or last known school, i.e., the school reporting this information
2 B	**Student Test Number (STN)**	9	Official Student Test Number (STN) assigned to student **Required Field**: YES	Warning messages will be generated if an STN appears in the same file more than once.
3 C	**Student Last Name**	25	**Allowable Characters Are:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field: YES**	The name suffix should not be included in this field. Any occurrence of a name suffix in the last name (Jr, Sr, etc) will automatically be separated from the last name when the file is processed.
4 D	**Student First Name**	20	**Allowable Characters Are:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space **Required Field: YES**	
5 E	**Student Middle Name / Middle Initial**	15	**Allowable Characters Are:** A – Z, a - z, ' (apostrophe), / (slash), - (hyphen) Blank or Space = Not Coded **Required Field: NO**	
6 F	**Student Name Suffix**	3	**Allowable Characters Are:** A – Z, a - z Blank or Space = Not Coded **Required Field:** NO	Examples include Jr, Sr, II, III, etc.
7 G	**Gender**	1	**Allowable Codes Are:** F = Female M = Male **Required Field**: YES	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes

8
 	
H
	Birth Date	8 or 10	**Allowable Date Formats Are:**
			
			MMDDYYYY and MM/DD/YYYY
			Where: MM = Month (01 - 12)
			              DD = Day (01 - 31)
			              YYYY = Year (1900 - 2099)
			
			Required Field: YES
				Dates will be checked to ensure they are valid calendar dates.

9 I	**Ethnicity**	1	**Allowable Codes Are:** 1 = American Indian 2 = Black (Not of Hispanic Origin) 3 = Asian or Pacific Islander 4 = Hispanic 5 = White (Not of Hispanic Origin) 6 = Multiracial **Required Field**: YES	**American Indian**: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition. **Black (Not of Hispanic Origin)**: A person having origins in any of the black racial groups in Africa. **Asian or Pacific Islander**: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. Examples of areas included are China, India, Japan, Korea, the Philippine Islands, and Samoa. **Hispanic**: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. **White (Not of Hispanic Origin)**: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. **Multiracial**: A person having a biological parent who is of a different race than the other biological parent.

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,Burns,Larry,Y,Jr,M,04011994,2
0001,000102999,Cooper,Mike,X,III,M,10301993,6
0002,000202001,Abbott,Katie,Z,,F,02121995,5
0002,000202999,Smith,Joey,,,F,02121995,5
```

Comma Delimited Format With Custom Date Field

```
0001,000102001,Burns,Larry,Y,Jr,M,04/01/1994,2
0001,000102999,Cooper,Mike,X,III,M,10/30/1993,6
0002,000202001,Abbott,Katie,Z,,F,02/12/1995,5
0002,000202999,Smith,Joey,,,F,02/12/1995,5
```

Positional Format

```
         10        20        30        40        50        60        70        80        90       100       110
0001000102001                     Burns          Larry          Y JrM040119942
0001000102999                     Cooper         Mike           XIIIM103019936
0002000202001                     Abbott         Katie          Z   F021219955
0002000202999                     Smith          Joey               F021219954
```

E(x)tensible Markup Language (XML) Format

```xml
<XIF_STNData>
    <Corporation Id="8800">
        <School Id="0001">
            <Student STN="000102001">
                <Name Last="Burns" First="Larry" Middle ="Y" Suffix="Jr" />
                 <Demographics Gender="M" Ethnicity="2" />
                <Birth Date="04011994" />
            </Student>
            <Student STN="000102999">
                <Name Last="Cooper" First="Mike" Middle="X" Suffix="III" />
                 <Demographics Gender="M" Ethnicity="6" />
                <Birth Date="10301993" />
            </Student>
        </School >
        <School Id="0002">
```

```
            <Student STN="000202001">
                    <Name Last="Abbott" First="Katie" Middle="Z" />
                     <Demographics Gender="F" Ethnicity="5" />
                    <Birth Date="02121995" />
                     <
            </Student>
            <Student STN="000202999">
                    <Name Last="Smith" First="Joey" />
                     <Demographics Gender="F" Ethnicity="4" />
                    <Birth Date="02121995" />
            </Student>
        </School>
    </Corporation>
</XIF_STNData>
```

Common Scenarios

The following section contains several likely scenarios and a description of how they would be reported.

Scenario #1: Student entering public school from a home school or non accredited non public school

Reporting Result: Perform a Lookup in the STN Application Center on this student to determine if an stn number has already been assigned.   Review all the data carefully but especially for accurate birth date and last known school location. If the student information was found, use the existing stn number. If the student information was not found, assign your next available stn number and submit the STN Lookup file that you created to the Application center.

Scenario #2: Summer School Student

Scenario: A student is attending summer school at school #1.

Reporting Result: The student is only attending summer school at school #1 for a short period of time. It is likely that another school is already reporting the student in STN Lookup, so school #1 does not need to report the student while they are in summer school.

Change History

The following section contains a history of changes made to the STN Lookup Data Layout from the prior version.

Version Number	Change History
05.30.06	No changes for 06-07 posting
10.22.04	Added to Instructions, clarification of data reporting. Field 5 – acceptable codes added
07.26.04	Scenario #1 added, prior version scenario #1 moved to scenario #2
5.03a	Collection dates for next school year